

Index Estimator

Pages of text =	50-100	100-150	150-200	200-250	250-300	300-350	350-400	400-450	450-500
General non-fiction index = (2-4 index entries/page) -----	2-3 pages	3-5 pages	5-6 pages	6-8 pages	8-9 pages	9-11 pages	11-12 pages	12-14 pages	14-15 pages
Indexing time = -----	1-2 days	2 days	2-3 days	3 days	3-4 days	4 days	4-5 days	5-6 days	6-7 days
Editing time =	~ 1 day	~ 1 day	~ 1 day	1 day	1 day	1-2 days	2 days	2 days	2 days
Tech. trade book index = (3-6 index entries/page) -----	3-5 pages	4-7 pages	6-9 pages	8-11 pages	10-13 pages	12-15 pages	14-17 pages	16-19 pages	18-21 pages
Indexing time = -----	1-2 days	2-3 days	3-4 days	4-5 days	5-6 days	6-7 days	7-8 days	8-9 days	9-10 days
Editing time =	~ 1 day	~ 1 day	~ 1 day	1 day	1 day	1-2 days	2 days	2 days	2 days
Corp. technical docs index = (4-8 index entries/page) -----	3-8 pages	5-9 pages	7-11 pages	9-15 pages	11-18 pages	13-21 pages	15-24 pages	17-28 pages	20-35 pages
Indexing time = -----	1-2 days	2-3 days	3-4 days	4-5 days	5-6 days	6-7 days	7-8 days	8-9 days	9-10 days
Editing time =	~ 1 day	~ 1 day	1 day	1 day	1 day	1-2 days	2 days	2 days	2 days
Very scientific text index = (10-30 index entries/page) -----	8-20 pages	13-22 pages	17-27 pages	22-42 pages	27-45 pages	32-54 pages	44-60 pages	41-68 pages	50-80 pages
Indexing time = -----	2-3 days	3-5 days	4-6 days	5-7 days	6-8 days	7-10 days	8-11 days	10-13 days	12-15 days
Editing time =	1-2 days	1-2 days	1-2 days	2 days	2-3 days	2-3 days	2-3 days	3 days	3 days

NOTE: Page counts refer to published indexes. Estimates of indexing and editing times are based upon previous projects. If my workload allows, "RUSH" projects will be completed in less time.



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Lori Lathrop, a Past President of the American Society of Indexers, ASI's international representative, ASI's correspondent for **The Indexer**, and the author of **An Indexer's Guide to the Internet**, is a communications professional with degrees in Business Administration and Computer Science. She has held top information development positions with major corporations and managed documentation and training projects. Her experience includes more than 18 years as a technical writer, editor, and professional indexer. She provides indexing services for corporate clients, organizations, and publishing houses throughout the U.S. and Canada, and she delivers her two-day workshop, **Indexing Skills for Technical Communicators** for corporate clients and writers' organizations. ASI's Professional Development Workshops have offered two of Lori's workshops: **Indexing Skills for Technical Communicators** and **Editing an Index for Quality and Usability**. The Society for Technical Communication (STC) has also included Lori's **Indexing Skills for Technical Communicators** in its Seminar Series.

AREAS OF EXPERTISE: Computer science, technical communication, management, business technology, health and nutrition, medical sciences, engineering, quality programs, environmental science, information technology, telecommunications, agricultural science, language and literature, reference materials.